

7.2 ACADEMIC NEW HIRE (AHIR)

Overview

The procedures described in this section are for hiring an employee for an academic position, when the employee has one of the following employment characteristics:

- No prior service with UCSC
- A break in service with UCSC of more than 18 months (i.e., no longer in the database)
- Not already employed at another UC campus.

When **not** to use the AHIR bundle:

- If you are hiring a student in an academic title, use the AUHI bundle. Note: There is a separate DCD used for a Student Academic Initial Hire.
- If you are recalling a faculty member who has an emeritus designation (may or may not be purged from the database) use the Academic Recall (ARCL) Bundle.
- If you are hiring an individual currently employed in another position on campus, use the Additional Employment (ADDL) bundle.

Policy Summary

Academic appointments are recommended by the hiring unit, e.g., department or research unit. Recommendations for appointment in some titles, e.g., ladder rank faculty titles, require consultation with the appropriate members of the department or, in the case of appointment in ladder rank titles, the full department faculty.

The unit's recommendation is forwarded to the dean for consideration and in some cases to the Senate Committee on Academic Personnel for review. The final approving authority for academic appointments is the Dean or Executive Vice Chancellor or Chancellor, depending on campus delegations. A chart of these delegations may be found in the Campus Academic Personnel Manual (CAPM):

http://apo.ucsc.edu/academic_policies_and_procedures/CAPM_manual.htm

Requirements for review and criteria for appointments in academic titles may be found in the relevant sections of the [Academic Personnel Manual \(APM\)](#) and the [Campus Academic Personnel Manual \(CAPM\)](#). Contact the division academic personnel coordinator for assistance in locating the appropriate policy.

Before You Start

Obtain appropriate backup in the form of the final Offer of Employment Letter (with signed acceptance where required) to perform the payroll/personnel action.

Obtain funding information and account codes (FAU) from designated budgetary approver.

Have the employee complete required employment forms. For an inventory of forms, see

http://apo.ucsc.edu/forms_and_data/new_hire_forms.htm

Data Entry

Use the **AHIR** (Academic Hire) bundle to enter data for hiring an employee for an academic position. This bundle contains the following functions:

EEID (Employee Identification)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

EPD2 (Employee Personal Data 2)

ELIC (License/Certificate Data)

EPER (Personnel-Miscellaneous)

EAPP (Appointments/Distributions)

XTAX (Tax Information)

EALN (Alien Information)

EACD (Academic Service)

EHON (Honors Data)

Accessing AHIR

1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **AHIR** and press **Enter**.

The Employee Identification (**EEID**) function is displayed.

Completing the EEID Function

THE EEID (EMPLOYEE IDENTIFICATION) FUNCTION

Notes and Tips

- Do not enter commas or periods in the first, middle, or last name fields.
- Use F1 Help for field-level or screen-level on-line help.

The EEID Processing Steps

- Enter data in the following fields, as applicable:

Employee ID	<i>Do not enter; system will derive random number</i>
SSN	Nine-digit social security number, without hyphens.
First Name	Employee's first name. <i>First, middle, and last names must match Social Security Card.</i>
Middle Name	Employee's middle initial.
Last Name	Employee's last name. <i>The system will accept a maximum of 26 characters for all three names together.</i>
Suffix	If applicable. Any suffix to the employee's last name, such as Jr. or III. Do not include any degree information, such as MD or Ph.D., in the suffix field.
Result	System-derived employee name.
Date of Birth	Employee's date of birth in the format MMDDYY.
Intercampus Transfer	Y/N

- Press **Enter** to invoke range/value edits.
- Press **F11 Next Func** to continue to the next function.

Completing the EADD Function

THE EADD FUNCTION (EMPLOYEE ADDRESS)

ucmvsb.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPERADD0-E1302 SCT EDB Entry/Update AHIR 11/14/00 15:34:31

Employee Address Data Userid: SCPPSJL

ID: 650000007 Name: NEWHIRE, ACADEMIC DEMO SSN: 650-00-0007 Pri Pay:

Permanent Address Line 1: 1234 MAIN STREET

Line 2:

City: SANTA CRUZ State: CA Zip: 95060

Foreign Addr Ind: _ Prov: _ Country: _

Postal Code: _

Home Phone: 8314234180 Spouse Name: _

Campus Release Codes - Perm Address: N Home Phone: N Spouse Name: N

Employee Organization Disclosures - Perm Address: N Home Phone: N

Campus Address Line 1: _

Line 2: _

City: _ State: _ Zip: _

Campus Phone 1: 5982 Phone 2: _

Campus Room: _ Building: _

Next Func: _ ID: _ Name: _ SSN: _

====>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump 10-PrevFunc 11-NextFunc

Line 17 Column 47

IBM-3270-2E LU=L10TABAY CAP NUM

The EADD Procedure

1. Enter data in the following fields, as applicable:

Permanent Address	<p>Line 1: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.</p> <p>Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters. Otherwise leave blank.</p> <p>City: City portion of the address. United States and foreign addresses. Maximum 21 characters.</p>
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Permanent Address (cont.)	<p>State: State portion of the address. United States addresses only.</p> <p>Zip: Zip code associated with the address. United States addresses only.</p>
Foreign Address	<p>Ind: Enter F if this is a foreign address.</p> <p>Prov: Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.</p> <p>Cntry: Foreign address only. Two-digit country code associated with the address. Press F1 Help from this field to see valid codes.</p>
Postal Code	Foreign addresses only. Postal code associated with the address, if applicable.
Home Phone	Enter home phone.
Spouse Name	Enter spouse name. (Optional)
Campus Release Codes	Leave blank to disclose, or enter 'N' in each field to NOT disclose.
Employee Organization Disclosures	Code indicating whether the employee has authorized the University to release their home address and home phone to employee organizations. Otherwise, these organizations will use campus address/phone. Leave blank to disclose, enter 'N' in each field to NOT disclose.
Campus Address	optional
Campus Phone(s)	Telephone number(s) at which the employee can be reached.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD1 Function

THE EPD1 FUNCTION (EMPLOYEE PERSONAL DATA 1)

The screenshot shows a terminal window titled 'EPD1 - New Command - Sub-File'. The main title is 'SCT EDB Entry/Update Employee Personal Data 1'. Fields include: ID: PPEPD10-E1931, Name: (blank), Emp Stat: (blank), Userid: (blank), Pri Pay: (blank). Below these are various demographic fields: Date of Birth: 012560, Sex: F, Hispanic: N, American Indian or Alaska Native: N, Asian: N, Black/African American: Y, Native Hawaiian or Other Pacific Islander: N, White: N, Primary Ethnic/Race: A, Disabled Status: N. Further down are Veteran Status Codes, Recently Separated Veteran Date, Citizenship Code (C), Student Status (1), No. of Reg. Units, and Pay Disposition Code (000900). At the bottom, there's a 'Next Func' field and a menu: F: 1-Help, 3-PrevMenu, 4-Print, 5-Update, 9-Jump, 12-Exit.

Notes and Tips

- Employees should self-identify ethnic, disability, and veteran status on the Demographic Data Transmittal form (U5605).

The EPD1 Procedure

1. Enter data in the following fields, as applicable:

Date of Birth	Entered on the EEID function
Sex	Code indicating the sex of the employee. (For reporting statistics of the University workforce only.) M = male and F = female.

Hispanic	Y/N. Code from form U5605
Multi-Ethnicity	5 separate Y/N values from Form U5605.
Primary Ethnicity	From Form U5605. F1 for valid values.
Disabled Status	From Form U5605. F1 for valid values.
Veteran Status Codes	From Form U5605. F1 for valid values.
Recently Separated Veteran Date	From Form U5605. MMY
Citizenship Code	Code indicating the employee's citizenship status, with respect to the United States. Press F1 Help to see valid codes.
Student Status	Code indicating the employee's student status with the University of California (not including University Extension enrollment). Press F1 Help to see valid codes.
No. of Reg. Units	A system derived code indicating the number of UC class units in which an employee who is a UC student is registered.
Pay Disposition Code	Enter Mail Code (See Appendix J, Mail Codes).

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD2 Function

EPD2 (EMPLOYEE PERSONAL DATA 2)

127.0.0.1 - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPEPD20-E1884 SCT EDB Entry/Update
Employee Personal Data 2 Userid:
ID: Name: Emp Stat: Pri Pay:

Oath Signature Date: 040104
I-9 Date: 040104
E-Verify Date: E-Verify Status: _
Education Level Code: D
Education Level Year: 02
Non-UC Prior Service Code: H
Prior Service Months:
Prior University Service Institution Code: HJR
Employment Service Credit:
Employment Service Credit From Date:
Current Specialty Code:
Highest Degree Specialty Code:
Highest Degree Institution Code: HJR
Next Func: ID: Name: SSN:

====>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit

Line 5 Column 45

Notes and Tips

- Refer to [Section 1.13, Help](#) for information about how to use the Find String command in F1 Help for locating institution code.

The EPD2 Procedure

- Enter data in the following fields, as applicable:

Oath Signature Date	Date the Oath of Allegiance was signed by the employee, in the format: MMDDYY.
I-9 Date	Date the I-9 (Employment Eligibility Verification) form was signed by the employee, in the format: MMDDYY.

E-Verify Date	Date E-Verify Check was completed, if required by fund source.
E-Verify Status	See F1 for valid codes.
Education Level Code	Code indicating the highest level of education attained by the employee. Press F1 Help to see valid codes.
Education Level Year	Year in which the employee's highest level of education was attained. YY
Non-UC Prior Service Code	Code indicating the type of employment service prior to the most recent University employment. Press F1 Help to see valid codes.
Prior Service Months	Leave blank. For future use only.
Prior University Service Institution Code	Enter code indicating college or university of most recent employment. Press F1 Help to see valid codes. Use Find String in Help, enter f space institution name and Enter .
Employment Service Credit	Leave blank.
Employment Service Credit From Date	Leave blank.
Current Specialty Code	Leave blank.

Highest Degree Specialty Code	Leave blank.
Highest Degree institution Code	Code indicating the institution at which the highest degree was obtained. Press F1 Help to see valid codes. Use Find String in Help, enter f space institution name and Enter .

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the ELIC Function

ELIC (LICENSE/CERTIFICATE DATE)

The ELIC Procedure

1. Enter data in the following fields, as applicable:

Code	A code indicating any licenses or certificates held by the employee, if applicable. Press F1 Help to see valid codes.
Renewal Date	Date the license or certificate must be renewed, in the format: MMDDYY. If the license or certificate is permanent, enter 999999.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPER Function

EPER (PERSONNEL-MISCELLANEOUS)

The EPER Procedure

1. Enter data in the following fields, as applicable:

Assigned BELI	Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Code from BELI form or press F1 Help to see valid codes.
Derived BELI	System-derived BELI code based on data entered previously. Normally the same as the assigned BELI code.
Effective Date	Date the employee becomes eligible for any health benefits indicated by the BELI code.

BELI Status Qualifiers	<p>Primary: Code indicating the primary condition that qualifies the employee for health benefits when the assigned BELI and the derived BELI do not match. Press F1 Help to see valid codes.</p> <p>Date: Date on which the qualifying condition began, in the format: MMDDYY.</p> <p>Secondary: If applicable. Code indicating an additional condition that qualifies the employee for health benefits when the assigned BELI and the derived BELI do not match. Press F1 Help to see valid codes.</p> <p>Date: Date on which the additional qualifying condition began, in the format: MMDDYY.</p>
Date of Hire	Date on which the <i>most recent</i> employment affiliation commenced.
Original Hire Date	Leave blank.
Employee Relations Code	Code indicating the employee designation/status for the purpose of collective bargaining. Press F1 Help to see valid codes, or refer to Appendix E, Employee Relations Codes for assistance in determining the appropriate code.
Employee Relations Unit	Code indicating collective bargaining unit of an individual. Press F1 Help to see valid codes or refer to Appendix E, Employee Relations Codes .
Next Salary Review Date	Leave blank—not developed for academic reviews.
Next Salary Review Type	Leave blank—not developed for academic reviews.

Merit Rate Increase Percent	Leave blank—not developed for academic reviews.
Home Dept	Six-digit home department code. See PPS Manual Appendix J for valid values for our campus.
Primary Title Code	System-derived code indicating the primary title code that will be used for reporting purposes, based on highest percent time.
Employee Unit Code	System-derived code indicating the collective bargaining unit associated with the employee's primary title code.
Employee Representation Code	Code indicating, for collective bargaining purposes, whether the employee is covered, not covered, or a supervisor.
Employee Special Handling Code	Code indicating the special handling code of the predominate appointment of an individual for collective bargaining purposes.
Employee Distribution Unit Code	Code indicating the predominate distribution of the predominate appointment of an individual for collective bargaining purposes.
Job Group ID	System-derived code used for reporting.
Alternate Department Code	Code indicating an alternate department that may update the employee's personnel record. Used to give departments with joint appointments access to the employee's records.
Academic Prog. Unit Code	Leave blank.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EAPP Function

EAPP (APPOINTMENTS/DISTRIBUTIONS)-APPOINTMENT LEVEL

Notes and Tips

- Always enter a decimal point in the percentage and rate fields.
- Do not enter commas or dollar signs in the rate fields.
- Refer to chapter 2.1: Appointment Coding for help completing the F/V, Rt, Sch, and Time fields.
- Academic Steps are entered as a single digit. No decimal point followed by a second digit. No Roman numerals.

The Appointment Level Procedure

1. Use the **F9 Jump** key and then the **F15 Newline** key to go to the command line
2. At the command line type “**add a**” to set up the first available appointment.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Leave blank—system-derived for new hires.
Pgm	Leave blank-- System-derived code identifying the personnel program applicable to the appointment
Typ	Enter 5 (academic). Code indicating the appointment type.
Bas	Code indicating the service period on which an appointment is based.—9 for academic-year appointees, 11 for fiscal-year appointees, or blank for by-agreement type and without-salary appointees.
Pd Ovr	Code indicating the number of months in the year over which the salary for the appointment will be paid. Enter 9 for academic-year appointees working 1 or 2 quarters; enter 12 for academic-year appointees working all year; enter 12 for all fiscal-year appointees, and leave blank for by-agreement and without-salary appointees.
Appt Begin	Date on which the employee’s appointment is effective, in the format: MMDDYY.
Appt End	Date on which the appointment is expected to end, in the format: MMDDYY. If the appointment is indefinite or tenured, enter 999999.
Dur	Code indicating the expected duration of the appointment. Valid values for academic appointments are T – Tenure; S- Security of Employment; C- Continuing Status. Leave blank if appointment has a definite end date.

Dept	Leave blank. System-derived code indicating the department or other administrative unit associated with the funding source of the primary distribution.
Title	Code indicating the position or classification title for this appointment. Press F1 Help to see valid codes. Refer to Academic Salary Scales as a reference for title codes.
Grade	For academics, leave blank.
% Full	The percentage of time the employee is expected to work in the appointment. Enter 1.00 for full time.
F/V	Fixed or Variable compensation rate. Academics who are paid a set monthly pay rate are Fixed. Employees who report hours worked (normally students) are Variable.
Ann/Hr Rate	The annual salary or hourly rate associated with the appointment. If the rate is by-agreement, enter the <i>monthly</i> negotiated amount.
Rt	Code indicating whether the rate of pay is annual, hourly, or by agreement. Leave blank for WOS.
Sch	Code indicating the pay schedule on which the appointment will be paid. MO - Monthly Current (paid on the 1 st) MA - Monthly Arrears (paid on the 8 th)

Time	Code indicating the method for reporting time worked in the appointment. Valid codes for UCSC are: R – Exception—employee does not report hours worked. Z – Positive—employee reports hours worked outside of CruzPay; time is entered on pay rosters (via OPTRS) by a timekeeper. C -- Positive—hours are interfaced directly from CruzPay Time & Attendance System. W - without salary
Lv	Code indicating the rate at which vacation and sick leave will be accrued. See Appendix C. Vacation/Leave Accrual Codes and Rates.

The Distribution Level Procedure

1. **F9 Jump** to the command line and type “**add d**” to set up the first available distribution.
2. Enter data in the following fields, as applicable:

Actions (Action Code)	Leave blank—system-derived for new hires.
L	Enter 7 for UCSC location number.
Acct	Enter six-digit ‘organization’ code from FAU.
CC	Enter 4-character cost center used for sorting OPTRS Rosters within the service center. Academic cost centers are all alpha characters. Refer to internal procedures for cost center codes.
Fund	Enter five-digit ‘fund’ code from FAU.
PC	Enter six-character ‘project’ code from FAU, if any.
Sub	Enter one-digit ‘sub’ code from FAU (normally 0 for state-funded academic positions; 2 for extramurally-funded).
FTE	The percentage of the permanently budgeted position which the distribution represents, if applicable. Full time is represented as 1.00.
Dist %	The anticipated percentage of time which is chargeable to the account/fund for the dates of the distribution. Full time is represented as 1.0000.
Pay Beg	Date on which the pay is expected to begin to be charged to the account/fund, in the format: MMDDYY.

Pay End	Date on which pay is expected to end for the account/fund, in the format: MMDDYY. If indefinite or tenured, Enter 999999.
Step	The step within the salary range associated with the title code. May be one digit or blank for academics.
O/A	Code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/Amount	The monthly or hourly rate associated with the distribution.
DOS	Code indicating the type of compensation associated with the distribution. For Santa Cruz codes refer to Appendix D, Description of Service (DOS) Codes .
PRQ	Code indicating the type of perquisite provided.
DUC	Leave blank. A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes, excluding range adjustments.
WSP	Work-Study Program. Leave blank if the appointment is not eligible for work-study funds.

2. Press **Enter** to invoke range/value edits.

Press F11 Next Func to continue to the next function.

Completing the XTAX Function

XTAX (TAX INFORMATION)

The screenshot shows a terminal window titled "TN3270 - scrnshts to host uccmvslb.ucop.edu". The screen displays the following information:

```

Session Edit Commands Settings Help
PPXTAX0-E0907 SCT EDB Entry/Update 11/27/96 10:50:13
11/19/96 22:34:39 Tax Information - Departments Userid: SCPPSLAH
ID: 010000220 Name: CASUAL, STAFF DEMO SSN: 010-00-0220 Pri Pay: MA

Retirement System Code: F FICA Eligibility Code: M Ret FICA Derive: V
Federal
Marital Status : S
Personal Allowances : 3
California
Marital Status : S
Personal Allowances : 1
Itemized Deductions : 0
Additional Withholding :
Federal :
California :

SSN: 010000220
Next Func: ID: Name: SSN:

===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit
IBM-3270-2-E 10:57:15
  
```

Notes and Tips

- **IMPORTANT:** Service Centers should **not** advise employees on their tax withholding or allowances. Refer employees with tax questions to their tax advisor.

The XTAX Procedure

See [Section 4.5, W-4 Procedures](#) for W-4 Procedures

Press **F11 Next Func** to continue to the next function.

Completing the EALN Function

EALN (ALIEN INFORMATION)

Notes and Tips

- See PPS Manual 4.11 and 4.12 for further instructions on completing this function for permanent residents and foreign nationals.

EALN Procedure

- Enter data in the following field, as applicable:

Citizenship	Citizenship status for tax purposes. See F1 Help for valid codes.
Country of Residence	See F1 Help for valid codes. Leave blank for U.S. citizens and permanent residents.

Visa Type	Code indicating the type of visa (or permanent resident status) held by the employee. See F1 Help for valid codes. Leave blank for U.S. citizens.
Visa/ Work Permit End Date	End date of work permission for foreign nationals. Leave blank for U.S. citizens and permanent residents.

- Press **Enter** to invoke range/value edits.
- Press **F11 Next Func** to continue to the next function.

Completing the EACD Function

EACD (ACADEMIC SERVICE)

```

TN3270 - uccmsvb to host uccmsvb.ucop.edu
Session Edit Commands Settings Help
PPEACD0E0949 SCT EDB Entry/Update AHIR 10/16/95 17:11:56
Academic Service Userid: SCPPSWCP
ID: 650000007 Name: NEWHIRE, ACADEMIC DEMO SSN: 650-00-0007 Pri Pay:

Quarters/Semesters/Months in_8-Year Rule : _ Units: _
Extension to 8-Year Rule _ : _ Units: _

Quarters/Semesters/Months on 19900
Funds At Greater Than 50 Percent : _ Units: _

Quarters/Semesters in_Unit 18 Titles : _ Units: _

Quarters/Semesters as_Teaching Assistant : _ Units: _ as of: ____

Next Func: _ ID: _ Name: _ SSN: _

===>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump 10-PrevFunc 11-NextFunc
IBM-3278-2-E 17:18:13

```

- No entry required. This information is tracked outside of PPS on the Santa Cruz campus.

Completing the EHON Function

EHON (HONORS DATA) FUNCTION

```
TN3270 - uccmysb to host uccmysb.ucop.edu
```

Session	Edit	Commands	Settings	Help
---------	------	----------	----------	------

PPEH08E0943 SCT EDB Entry/Update AHIR 10/16/95 17:16:42
Honors Data Userid: SCPPSWCP
ID: 650000007 Name: NEWHIRE, ACADEMIC DEMO SSN: 650-00-0007 Pri Pay:

Type	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Next Func: _____ ID: _____ Name: _____ SSN: _____

===>

F: 1-Help	2-Cancel	4-Print	5-Update
F:	9-Jump	10-PrevFunc	

IBM-3278-2-E 17:20:12

- No entry required. This information is tracked outside of PPS on the Santa Cruz campus.
- This is the last function in the AHIR bundle. Proceed to the *Review* section.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency errors and to display the PAN Subsystem Notification Preparation function.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.
- **F3 Return** to return to the bundle, and navigate to the appropriate functions to make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first screen in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Disposition of Forms

- Annotate the supporting documentation with the date that the OEU was completed, and the preparer's initials.
- Navigate to the IDOC function to print a summary of the EAPP screen for the mandatory reviewer, if desired.
- Forward the summary printout and supporting documentation to the mandatory PAN reviewer.
- Refer to the Academic New Hire Data Collection Document for disposition of employment forms.